

PLEASE POST CONSPICUOUSLY
LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

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Commissioner

CITY OF LACKAWANNA

EXAMINATION OPEN TO THE PUBLIC

CITY COMPTROLLER

Exam No **63405**

\$10.00 Filing Fee
(Check or Money Order)

Open competitive examination, **CITY COMPTROLLER**, CITY OF LACKAWANNA

Currently, there is one vacancy for a City Comptroller. The eligible list resulting from this examination will be used to fill any future vacancies that occur in the title of City Comptroller.

CITY COMPTROLLER

Salary **\$79,000– 82,500***

*Salary varies based on experience.

EXAMINATION DATE

January 28, 2023

LAST DATE FOR FILING APPLICATION

December 19, 2022

RESIDENCY REQUIREMENT: Candidates must be legal residents of Erie County for at least (4) months immediately preceding the date of examination, and must be legal residents of Erie County at the time of appointment.

GENERAL STATEMENT OF DUTIES: Serves as head of the Division of Accounts and Control in the Department of Administration & Finance.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the activities of the Division of Accounts and Control under administrative direction from the Director of Administration and Finance. The City Comptroller, in accordance with an opinion from the State Audit and Control Department, is regarded as the Chief Fiscal Officer of the City. The Comptroller's specific responsibilities include the maintenance of all municipal accounting records, the auditing of claims against the City, and the preparation of payrolls for all employees of the City. The incumbent also prepares a variety of complex and important reports relating to the financial status of the City. The work is carried out in accordance with established accounting principles and requirements of relevant laws and rules. Within such limits, the incumbent exercises considerable professional judgment in carrying out their duties. Supervision is exercised over a small clerical staff.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree including or supplemented by the completion of 24 credit hours in accounting and 4 years of satisfactory full-time paid accounting or auditing experience.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE
MONDAY DECEMBER 19, 2022
IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX
BY CLOSE OF BUSINESS DECEMBER 19, 2022 BY 4:00 PM EST

SPECIAL REQUIREMENTS: Possession of license as a Licensed Certified Public Accountant issued by the New York State Department of Education is preferred.

Note: The minimum qualifications for Public Accountants are mandated under Article 149 of New York State Education Law.

EXAMPLES OF WORK (Illustrative Only): Develops, maintains and enforces a uniform system of accounts including forms, standards and procedures for all departments of the city government;
Maintains and operates the city's central bookkeeping and accounting records according to sound accounting principles, including such records and reports as may be prescribed or approved by the director for the determination of the cost of performance of each function or program or activity, measured in such work units as may be appropriate thereto;
Pre-audits all bills, claims and demands against the city, including payrolls, and requires each department head to certify that the materials, supplies or equipment have been received and accepted, as specified and that the services have been duly rendered;
Requires reports of receipts and disbursements from each department to be made daily or at such intervals as will most efficiently protect the public interest;
Installs, operates and maintains a central payroll system and all social security pension and insurance records for personnel of all departments;
Controls all expenditures to assure that budget appropriations are not exceeded, and maintains such books and records as may be required for proper exercise of such budgetary control, including an encumbrance system of budget operations;
Has custody of all investments and invested funds of the city or in possession of the city in fiduciary capacity, and keeps such funds, and all moneys of the city not required for current operations, safely invested in investments legal for savings banks or deposited in interest bearing bank accounts;
Keeps all bonds and notes of the city;
Reviews each proposed expenditure and commitment to be made on behalf of any city department for conformity with charter and ordinances of the city, and authorizes only such expenditures and commitments as conform with all of the requirements of the charter and local laws;
Compiles budget documents, schedules and exhibits, and makes such budget estimates as are otherwise required by the charter and assists the mayor in the preparation of the city budget in accordance with the charter.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern accounting principles and practices as related to city government; familiarity with the organization and functions of the city government; ability to analyze and interpret fiscal and accounting data and to prepare statements and reports; resourcefulness in applying accounting procedures and practices to problems encountered in the work; ability to establish and maintain effective relationships with the public, other city officials, and subordinate staff.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Preparing written material.
2. General accounting.
3. General auditing.
4. Governmental accounting.
5. Understanding and interpreting tabular material.
6. Supervision.

NOTE: SEE EXPANDED SCOPE STATEMENT ATTACHED

USE OF CALCULATORS IS *RECOMMENDED*

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to bring a quiet hand-held battery or solar powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veterans: Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits, you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

How to Apply: Application forms are available in the main lobby of Lackawanna City Hall as well as outside the Lackawanna Civil Service Commission Office, 714 Ridge Road Room 213 Lackawanna, NY 14218. Application forms must be filled out completely. Applications are also available to print from home, online <http://lackawannany.gov/government/civil-service/>. Applications and payments may be:

- dropped off in-person in the lockbox located in the main lobby of Lackawanna City Hall (714 Ridge Road) by **DECEMBER 19, 2022, 4:00 PM EST** OR
- mailed to Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. Application and payment must be **POSTMARKED DECEMBER 19, 2022.**

A separate application is needed for each exam a candidate wishes to take. Applicants who have filed an application for a previous holding of the same exam, or who have previously submitted applications when no exam was announced **must also apply for the current holding** and may do so by sending in a new and updated application plus fee. The Civil Service office does not accept responsibility for non-delivery or postal delay.

Please contact the Civil Service Office (716-827-6467, civilservice@lackny.com) if you are unable to print an application, if you cannot pickup an application in person, or if you have any questions.

Application Fee:

NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order made payable to: CITY OF LACKAWANNA and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you think you qualify for a fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Failure to do so may lead to disqualification. A copy may be obtained online (<http://lackawannany.gov/government/civil-service/>) or in person at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

Applying For Examinations in Multiple Jurisdictions on The Same Date: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Due to Coronavirus-19 the test date is *subject to change* based on social distancing guidelines. If the date needs to change you will be able to find the information online at our website, and mail will be sent to the address on file.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Failure to do so may lead to disqualification. Notifying the Post Office to forward mail is NOT effective to ensure that notices for examinations or appointments will reach you. Please request a change of address form from the Civil Service Commission Office by calling 716-827-6467 or email civilservice@lackny.com. (Forms are also available online: <http://lackawannany.gov/government/civil-service/>.)

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Original Published 11/28/2022

Closed 12/19/2022

EXPANDED SCOPE STATEMENT

1. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

2. General accounting

These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.

3. General auditing

These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.

4. Governmental accounting

These questions test for knowledge of the accounting practices employed to provide financial information used in determining and forecasting the condition of governmental units, and used for monitoring governmental performance, in terms of legal, contractual and fiduciary requirements. These questions will test for knowledge of and familiarity with common governmental funds, appropriation and encumbrance accounting, accounting for revenue and expenditures, and other aspects of accounting relating to the governmental sector.

5. Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will NOT be permitted to use the calculator function of your cell phone.**

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>